



Guideline A1.09: Appendix C: Expense Disclosure Report- For Executive

This report includes all expenses for the period including those paid by expense reimbursement, paid directly through use of a procurement card and those billed to the College by vendors. Expenses are allowed while Managers are on travel status, having meetings over meal times and for professional development purposes. Hospitality is allowed when external parties are involved for the purpose of fundraising, image or business promotion. Meals are also provided to students on travel status and to employees as part of a recognition event.

Disclosure of Claims for the period : January 1, 2019 - February 28, 2019 Expense Disclosure Report

Travel Method/ Description Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle	Meals for Travel, Hospitality & Working Session Meal Recipient Codes S- Self GO – Government Official BA – Business or Industry Partner ST – Student CE - College Employee/ Board member also on travel status CER – College Employee recognition event FRA – Fundraising event attendees BOG – Other Board Members	Lodging PA - Private Accommodations	D: Other Expenses Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc.
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Date Expense Occurred	Location	Purpose	Travel Code	Expense Amount	Recipient Code(s) (see above)	Meal Receipts	Meal Allowances	Hotel Reciepts	Allowances PA (see code above)	Describe Other	Amount
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Nancy Broadbent - Interim President & CEO											
January 7, 2019	Cold Lake	City of Cold Lake Meeting			S/CE	\$ 15.57					
January 8, 2019	Cold Lake	City of Cold Lake Meeting	CV	\$ 73.41	S/CE	\$ 27.47					
January 9, 2019	St. Paul	Regional Staff meeting and Saddle Lake Cree Nation Meeting	CV	\$ 37.00						Car Wash	\$ 10.00
January 16, 2019	Edmonton	Minister Schmidt Meeting - CALP	CV	\$ 65.78							
January 17, 2019	Boyle	Boyle Chamber Meeting	CV	\$ 81.64						Car Wash	\$ 12.00

January 21, 2019	Cold Lake	Cold Lake Staff Meeting	CV	\$ 57.29						Car Wash	\$ 12.00
February 8, 2019	Frog Lake First Nations	Campus Communication, promotion & Program Planning Meeting	PVM	\$ 182.16							
February 13, 2019	St. Paul	St. Paul Chamber of Commerce Meeting	CV	\$ 54.22							

Guy Gervais - Vice President of Academics											
January 8, 2019	Lac La Biche	Meetings	CV	\$ 43.35						Car Wash	\$ 11.50
January 10, 2019	Lac La Biche	Board Meeting	CV	\$ 36.01	S		\$ 19.00			Car Wash & per diem	\$ 18.00
January 14, 2019	Lac La Biche	Meetings	CV	\$ 32.60						Car Wash	\$ 11.50
January 16, 2019	Lac La Biche	Meetings	CV	\$ 36.35							
January 22, 2019	Lac La Biche	Meetings	CV	\$ 38.50							
January 24-25, 2019	Edmonton	Senior Academic Officers Meeting	CV	\$ 55.30	S		\$ 38.00	\$ 236.92			
January 29, 2019	Lac La Biche	Meetings			S		\$ 11.00				
January 30, 2019	Lac La Biche	President's Forum & Interviews	CV	\$ 58.50			\$ 11.00		\$ 35.00		
February 1, 2019	Lac La Biche	President's Forum & Interviews	CV	\$ 48.00	S		\$ 11.00				
February 11, 2019	Lac La Biche	Meetings			S		\$ 11.00				
February 12, 2019	Lac La Biche	Meetings	CV	\$ 69.20	S		\$ 11.00				
February 19, 2019	Lac La Biche	Deans Lunch Meeting			S/CE		\$ 64.25				

February 26, 2019	Lac La Biche	Deans Council Meeting			S		\$ 11.00				
February 27, 2019	Lac La Biche	Frog Lake Meeting	CV	\$ 57.25	S/BA	\$ 10.49				Car Wash	\$ 11.50
Tracy Boyde, Vice President Infrastructure and Technology											
January 9, 2019	St. Paul	St. Paul Regional Staff Meeting	CV	\$ 69.02						Car Wash	\$ 14.00
January 24, 2019	Edmonton	Cyber Security Workshop								Parking	\$ 36.00

Carrie Froehler, Director Human Resources											
January 15, 2019	Edmonton	2019 Bargaining Symposium						\$ 137.50			
February 6-7, 2019	St. Paul	Voyage to Restorative Practice Workshop	CV	\$ 51.95				\$ 268.14			

Bev Moghrabi, Associate Vice President Student Services & Registrar											
January 27-28, 2019	Edmonton	Senior Student Services Office Meeting	PVM	\$ 195.96			\$ 49.00	\$ 112.80		Per diem	\$ 8.00
February 25-26, 2019	Edmonton	Administrative Justice Training	PVM	\$ 276.00	S/CE	\$ 69.38	\$ 38.00	\$ 268.14		Per diem	\$ 16.00